Fisheries Logbook System

Trip Based Logbooks

Discard Reporting

FISHERIES LOGBOOK SYSTEM

Southeast Fisheries Science Center
Miami, Florida
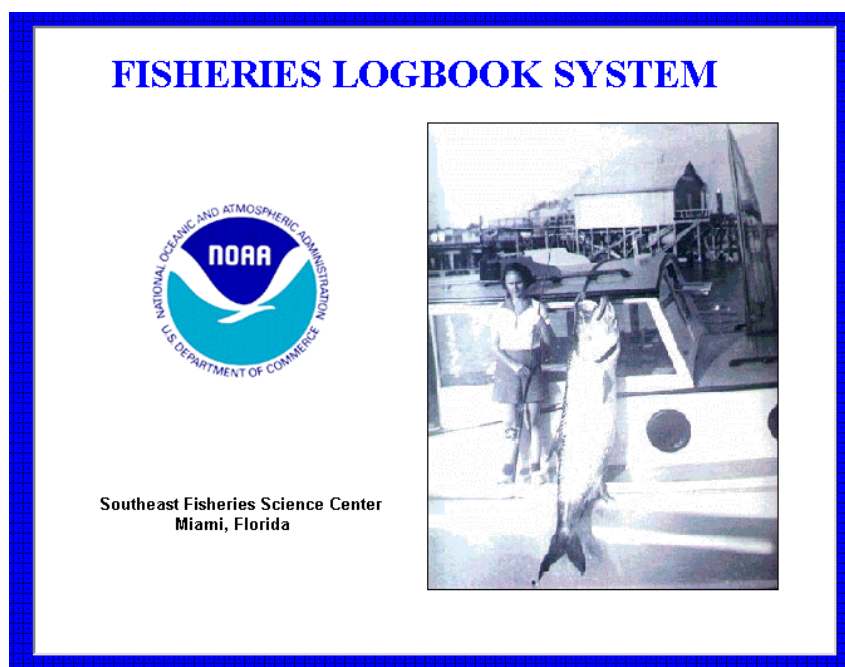
User's Guide Summary

FLS Trip Based Logbooks
Discard Reporting Form

FLS Trip Based Logbooks
Discard Reporting Form

Calling FLS

Loading Discard Data - Scanned Input
Load Data
    Trip Based
        Discard Portion

Load Data   Validate Data   Edit Data   Distribute

    Trip Based ▶   Trip Portion
    Set Based ▶   Discards Portion
    No Fishing Logs

    Legacy Data ▶
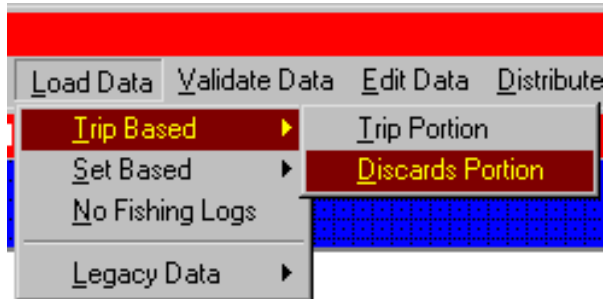
Load Trip Data - Discards Portion
FLS Load Data
    Batch Number: D002   (example)
    Filename: N:\SEFIN\FLS\ContractorData\Fls_Reef_Doscards.mdb
        Browse   (locate data file using browser)
        OK

- Load Fls Scanned Data

Action Edit Query Block Record Field Window Help
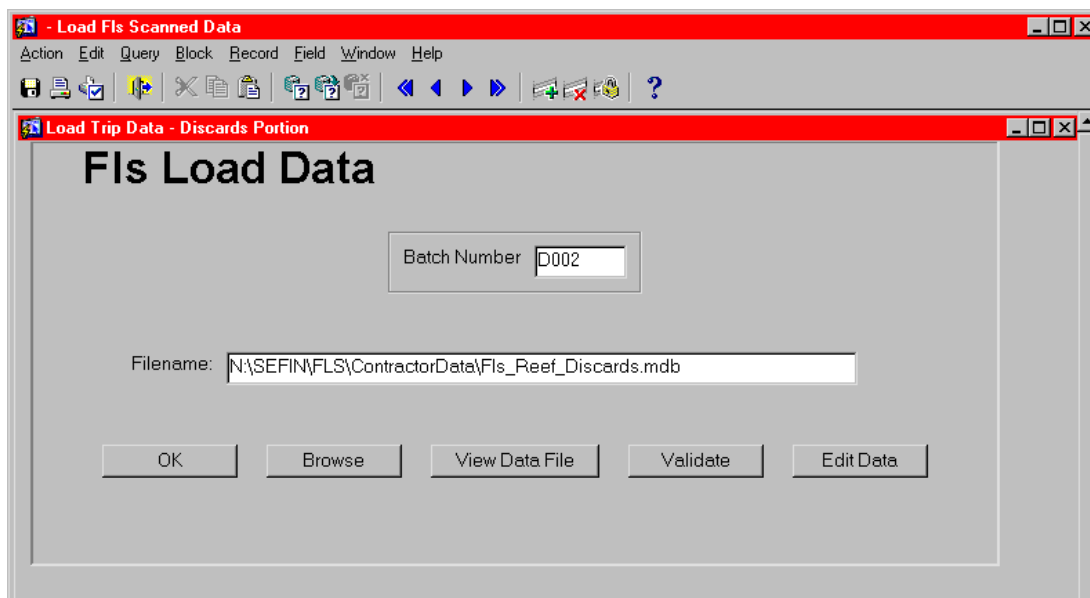
Load Trip Data - Discards Portion

Fls Load Data

Batch Number D002

Filename: N:\SEFIN\FLS\ContractorData\Fls_Reef_Discards.mdb

OK   Browse   View Data File   Validate   Edit Data

Microsoft Access
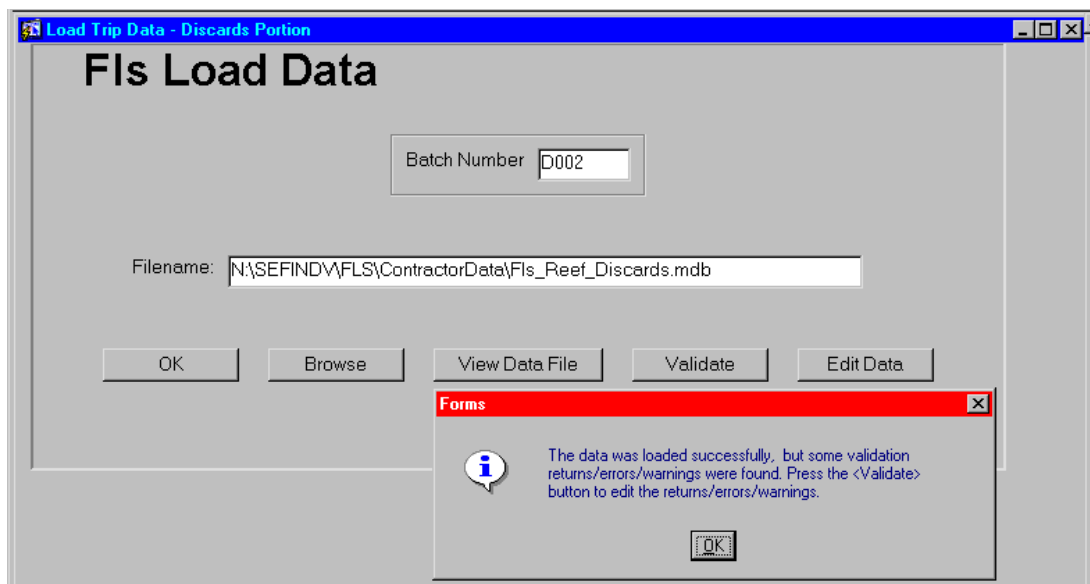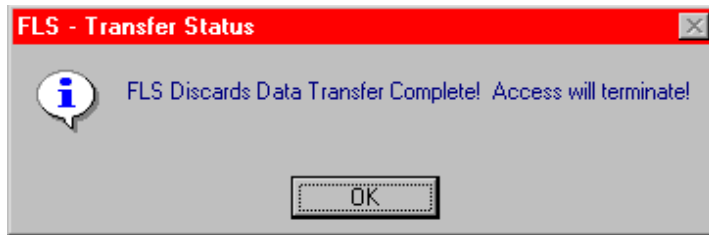## Oracle8 ODBC Driver Connect
    Service Name: **SEFIN8i**
    User Name: Data Manager's User Id
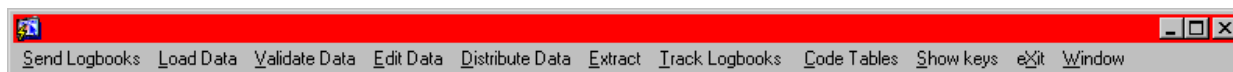   **Password:**   Data Manager's Password

Calls MS-Access to load tables: scanned_headers, scanned_catches
Asks for verification of authorization and system server.
Enter: **User Name** and **Password**

Notification when transfer is complete.
Click: **OK**

FLS - Transfer Status ✕

ℹ️ FLS Discards Data Transfer Complete! Access will terminate!

OK

Load Trip Data - Discards Portion _ □ ✕

Fls Load Data

Batch Number D002

Filename: N:\SEFINDV\FLS\ContractorData\Fls_Reef_Discards.mdb

OK   Browse   View Data File   Validate   Edit Data

Forms ✕

ℹ️ The data was loaded successfully, but some validation returns/errors/warnings were found. Press the <Validate> button to edit the returns/errors/warnings.

OK

Notification that transfer was completed successfully and initial validation was performed.
Message will indicate if errors were found during load validation.

Click: **OK**
Options: **Validate**   or
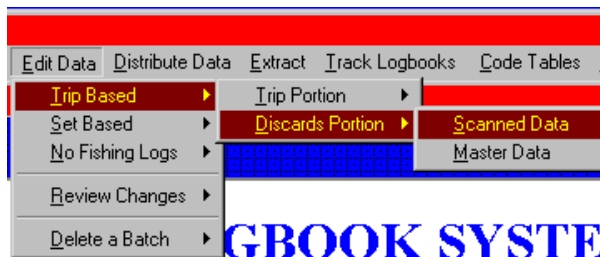   **View Data File**   or
          Exit

Loading Discard Data - Manual Input
Edit Data
Trip Based
Discards Portion
Scanned Data

Edit Data   Distribute Data   Extract   Track Logbooks   Code Tables
Trip Based ▶   Trip Portion ▶
Set Based ▶   Discards Portion ▶   Scanned Data
No Fishing Logs ▶   Master Data
Review Changes ▶
Delete a Batch ▶   GBOOK SYSTE

🖼 - Edit the Fls Scanned Discards Data

Action   Edit   Query   Block   Record   Field   Window   Help

🖼 Entry/Edit the Fls Scanned Discards data

Entry/Edit Discards Data

Schedule Number [   ] ↓

Vessel Id [   ] ↓
Name [   ]

Phone Number [   ]
Start Date [   ]

Zero Discards
○ No Discard Catch
⦿ Null

Batch Number [   ] ↓
Form Id [   ]

Source File [   ]

Discarded Catch

Spec. Code	Species Name	Number	Code	Reason	Area
[ ] ↓	[ ] ↓	[ ]	[ ]▼	[ ]▼	[ ] ↓
[ ] ↓	[ ] ↓	[ ]	[ ]▼	[ ]▼	[ ] ↓
[ ] ↓	[ ] ↓	[ ]	[ ]▼	[ ]▼	[ ] ↓
[ ] ↓	[ ] ↓	[ ]	[ ]▼	[ ]▼	[ ] ↓
[ ] ↓	[ ] ↓	[ ]	[ ]▼	[ ]▼	[ ] ↓
[ ] ↓	[ ] ↓	[ ]	[ ]▼	[ ]▼	[ ] ↓
[ ] ↓	[ ] ↓	[ ]	[ ]▼	[ ]▼	[ ] ↓

Record: 1/1   List of Values   <OSC> <DBG>

Header Information

Schedule Number:	from Schedule No. on form.
Vessel Id:	from Vessel No. on form. (independent of Vessel Name)
Vessel Name:	from Vessel Name on form. (independent of Vessel Id)
Phone Number:	from Phone No. on form (any format).
Start Date:	Start date: yyyymmdd format only.

Zero Discards

No Discard Catch	Flag indicating 'NO' catch information present.
Null	(default) Indicating catch information is present.
Batch Number:	Batch number indicating this group of logbooks.
Form Id:	(optional) Identifies the version of the form OMB exp date.
Source File:	(default ONLINE)

Catch Information

Species Code:	NMFS Species Code (or - table look up)
Species Name:	Species name written on form. (or - table look up)
Number Discarded:	Number of discards written on form.
Discard Code:	Dis. Code on form (1-6 only valid).
Discard Reason:	Dis. Reason on form (A or B only valid).
Area Code:	Area Fished Code.

Data Entry using Entry/Edit Discards Data form:
Entry/Edit Functions:

SAVE RECORD	PRINT	PRINT SETUP	CLOSE / EXIT	CUT	COPY	PASTE	ENTER QUERY	EXECUTE QUERY	CANCEL QUERY	PRIOR BLOCK	PRIOR RECORD	NEXT RECORD	NEXT BLOCK	INSERT RECORD	DELETE RECORD	LOCK RECORD	HELP

Insert Record   (click on)

Enter all information posted on logbook form.

Header Portion

* Schedule Number - entered as written on form. (*required).
* Vessel Id - must be valid vessel code. (*required).
   Vessel Name - enter as written on form.
* Start Date - format is: yyyymmdd   (*required).
   Phone Number - any format.
   Zero Discards - click: No Discard Catch only if Discarded Catch is blank (no entries).
   Batch Number - identifies the group of forms entered in this processing (*required).

Catch Portion
*   Species Code - must be valid species code (*required).
    Species Name - automatically inserted with valid species code entry;
            - enter as written on form when species code is not known.
    Number caught - enter what is written on form.
    Discard Code - enter as written -or- choose from list (must be valid code).
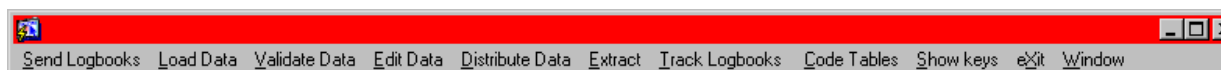   Discard Reason - enter as written -or- choose from list (must be valid code).
    Area fished - enter as written -or- choose from list (must be valid code).

Save Record   (click on)

Insert Record   (click on) for next form
    Enter all information posted on next logbook form.

Hints:
- Must click on 'Insert Record' for each form.
  - Make sure Cursor is in Header Block portion.
- One record is one individual form containing a Header and as many Catch rows as entered.
  - If 'Zero Discards' is flagged, no Catch rows will be generated.
- Recommended to 'Save' after each form is entered, before next 'Insert' is clicked.
- Carry Header information from one form (record) to the next (record) by clicking 'Insert Record' with cursor in Header block, and then: Record/Duplicate from top menu.
  - Catch rows cannot be carried forward.
- Recommended to 'Save' frequently.

Validate Data - Discards Portion
Trip Based
Discards Portion
Scanned Data
Master Data

d Discards Data

| Validate Data | Edit Data | Distribute Data | Extract | Track Logbooks |

Trip Based ▶	Trip Portion ▶
Set Based ▶	Discards Portion ▶	Scanned data
No Fishing Logs		Master Data
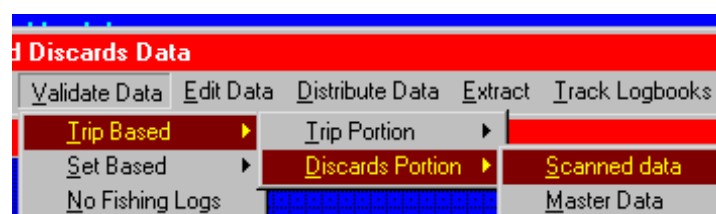
Click on, 'Enter Query'
Enter Bach Number or select from list.
Click on, 'Execute Query'

🔲 - Show a list of batch numbers that exists in the scanned tables.

Action   Edit   Query   Block   Record   Field   Window   Help

🔲 Validate Data

FIs Validate Scanned Data

Batch Number: **D002**	Number of Records Validated: **8**
Begining Schedule: **10000100**	Number of Records with Errors: **3**
Ending Schedule: **10000107**	Number of Records with Warnings: **0**
	Number of Records Unknown: **0**
	Number of Records with Return: **0**

Schedule	Batch Seq	Vessel Id	Error Message	Type
10000100			Vessel Id (FL2206LL) not found.	E
10000101			Vessel Id (FL2206LL) not found.	E
10000102			Vessel Id (FL2206LL) not found.	E
			Some Catch records have no records in the Header table. Plase contact your Syste	E

Sort By
○ Schedule Number   ○ Batch Seq Number   ○ Error Message   ○ Error Type   ○ Vessel Id

| Validate | Reports | Global Changes | Edit | Send Backs | Distribute |

Validation has been completed successfully, some errors / warnings were found ...
Record: 1/4   <OSC> <DBG>

Batch Number, Beginning - Ending Schedule information will be displayed.
Click on 'Validate' button in lower action bar of form.
Validation will be performed and results displayed.

Sort By and Action buttons:

Sort By
You may display the columns in the error list in any of the orders described my clicking the dot. The form will re-display the form in that sorted order.

Action Buttons
Validate
Click 'Validate' to perform a validation. This may be done at any time. If corrections have been made to records, they should not appear in the next validation list.

Reports
Create a report of the errors found during the validation that can be displayed on screen or printed in hard copy.

Global Changes
Global Changes option applies only to Species names. This option allows you to change one or all occurrences of an exact spelling to a valid selected coded species name.

- Select the species name to be corrected.
- Enter the correct coded species name or use the 'Pick List' to locate a species.
- Apply or Apply Current Change
  - 'Apply' will change 'All' occurrences that exactly match the misspelled name.
  - 'Apply Current Change' will only change the current line being referenced.
- 'Save' the changes after the process is completed.

Edit
- For individual records (schedules), highlight the error line in the Validate form and double click. The Entry/Edit Discards Data form will display just that one schedule (record).
- Click on the 'Edit' button and the Entry/Edit Discards Data form will be displayed showing all records in error for the chosen batch.
  - Click 'Next Record' or 'Previous Record' to move through the selected records.

Send Backs

Function not available. Send Back option applies only to a logbook, not a supplement.

Distribute

Click 'Distribute' button to move the interim batch to the Master table. Before moving the batch to the Master, a validation will be performed to verify that no errors exist. Records with warnings will be passed to the Master table.

Message Display Bar:

Validation has been completed successfully, some errors / warnings were found ...					
Record: 1/4				<OSC> <DBG>	

The message bar at the bottom of every form will flash messages stating the status or action being performed.   Results of processes will be displayed as well as error messages if a process terminates abnormally. Look for messages in this line when things are not performing as expected.
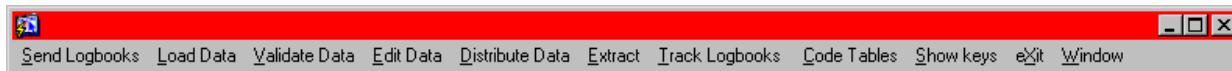
Edit Data - Discards Portion
Trip Based
    Discards Portion
        Scanned Data   (for any records in the interim / load tables.)
        Master Data   (for any records in the master tables.)
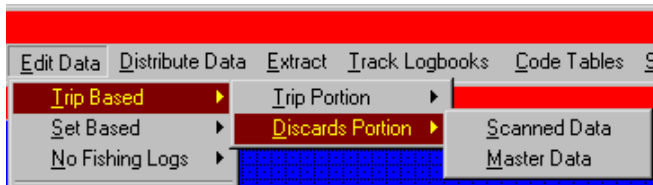
Locate Record(s)
Click, 'Enter Query' to retrieve the record or records to be viewed or modified.
    Any field(s) in the Header block may be used to define the records that are to be selected for retrieval. Using multiple fields will narrow the selection criteria.

Enter the selection criteria to define the record(s) wanted.
Click the 'Execute Query' button to retrieve the records.

The query will proceed and retrieve all records that match the selection criteria.

The first record will be displayed. All subsequent records can be viewed by using the 'Next Record' and 'Previous Record' arrows in the Tools bar at the top of the window.

View the records or/and make required corrections.

Click the 'Save' to save any changes you have made.

Click the 'Exit' button to end your edit session.

Edit Functions: ICON Tool Bar

S A V E R E C O R D	P R I N T	P R I N T S E T U P	C L O S E / E X I T	C U T	C O P Y	P A S T E	E N T E R Q U E R Y	E X E C U T E Q U E R Y	C A N C E L Q U E R Y	P R I O R B L O C K	P R I O R R E C O R D	N E X T R E C O R D	N E X T B L O C K	I N S E R T R E C O R D	D E L E T E R E C O R D	L O C K R E C O R D	H E L P

Edit Functions: Window Tool Bar

Action	Edit	Query	Block	Record	Field
Save	Cut	Enter	Previous	Previous	Previous
Clear All	Copy	Execute	Next	Next	Next
Print	Paste	Cancel	Clear	Scroll Up	Clear
Print Setup	Edit	Last Criteria		Scroll Down	**Duplicate**
Exit	Display	**Count Hits**		Insert	
	List	Fetch Next Set		Remove	
				Lock	
				Duplicate	
				Clear	

Both tool bars perform the same functions. The Windows bar contains highlighted features that are handy edit functions that are not available in the Icon Tool bar.

Changing a Record

The edit form consists of two Blocks: Header and Discard Catch.

Movement between the Header block and Catch block is accomplished by using the mouse or the 'Next Block' or 'Prior Block' buttons.

Movement between fields within a block is accomplished using your mouse or the [Tab].

Make the correction required. Continue making all the changes needed for this record.

If another record is to be changed, move anywhere in the Header block and click the 'Next Record' or 'Previous Record' button to scroll to the next record wanted.

You must 'Save' (commit) any changes made.

Insert a Record

A new Schedule (Reporting Form) is considered a record that will contain a new Header and new Catch rows. You must be in the Header portion of the Edit form when inserting new Schedules.

> **Note: Master Table - Discard records can only be inserted into the Master table if a Schedule from a Logbook already exists.**

Click the 'Insert Record' button. The entire Edit form will be cleared.

Header Information: Enter all pertinent information needed for the Schedule taken from the Reporting form. Use the 'Pick List' on any fields to locate correct codes and names.

You may use the mouse or [Tab] key to move through the fields.

Catch Information: To enter Catch information, click the 'Next Block' button. The cursor will be placed in the Species Name field of the Catch block.

Click the 'Insert Record' button. Enter all pertinent information needed for the catch data taken from the Reporting form. Use the 'Pick List' on any fields to locate correct codes and names.

Complete the entire form and review it for accuracy.

Click the 'Save' button to commit and save you insertions. It is recommended to save frequently, suggesting a save be performed after each new Schedule.

Click the 'Save' to post the change, when finished.

Delete a Record
Removing an entire Schedule (form) record
Select the record to be deleted using the 'Enter Query' - 'Execute Query' functions.

To Delete the Schedule (record) you must be in the Header portion of the Edit form.

Click 'Remove Record' button.

The record block will displayed the previous record, if more than one records were retrieved.

Removing a Catch row
Click the 'Next Block' button or use you mouse to position on the Catch row to be deleted.

Click the 'Remove Record' button.

Saving all Changes, Inserts, and Deletions.

Click the 'Save' button to commit and save you insertions. It is recommended to save frequently, suggesting a save be performed after each new Schedule.
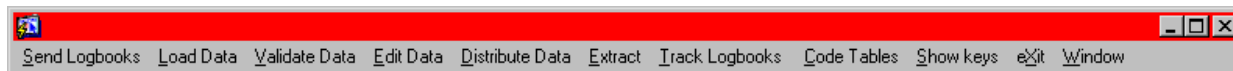
Review Changes - Discards Portion
Edit Data
Review Changes
Trip Based
Discards Portion

exists in the scanned tables.

Edit Data   Distribute Data   Extract   Track Logbooks   Code Tables   Sh

- Trip Based ►
- Set Based ►
- No Fishing Logs ►
- Review Changes ► | Trip Based ► | Trip Portion
- | Set Based | Discards Portion
- Delete a Batch ► | No Fishing Logs
- | Code Tables
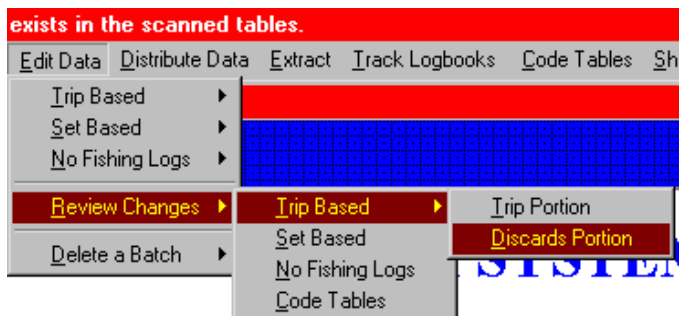
Review all changes that have been made via the Edit Data option to the Scanned / Manual Entry interim table to date.

Fls Changes

Column Name	Old Value	New Value	Change Date	User Id
DISCARD_AREA	7.9	1	09/04/2001	FLS
DISCARD_AREA	7.9	1	09/04/2001	FLS
DISCARD_AREA	7.9	1	09/04/2001	FLS
SPECIES_NAME	Litle Tunny	ANCHOVY	08/31/2001	FLS
SPECIES_NAME	Litle Tunny	ANCHOVY	08/31/2001	FLS
SPECIES_NAME	Beeliners	ANGLERFISH,UNC	08/31/2001	FLS
SPECIES_NAME	Grouper	PINFISH	08/31/2001	FLS
SPECIES_NAME	Black Bass	SAND BASS,SPOT	09/04/2001	FLS

Table Name FLS_INT_SCANNED_DISCARDS

Logbook Key 199   Dealer Key _____   Gear Fished Key _____
Schedule Number 10000103   Location Key _____   Gear Descrip. Key _____
Batch Number D001   Fishing Activity Key _____ Catch Key _____
                            Set Data Verific. Key _____ Catch Descrip. Key _____
                            Target Fishery Key _____

Sort By
○ Column Name   ○ Change Date   ○ User Id   ○ Table Name   ○ Logbook Key
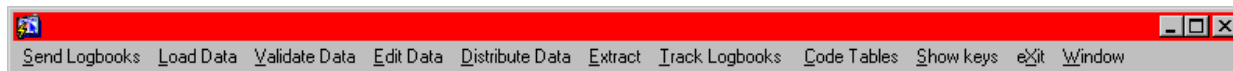
Delete a Batch - Discards Portion

Edit Data

Delete a Batch

Trip Based

Discards Portion

Scanned Data
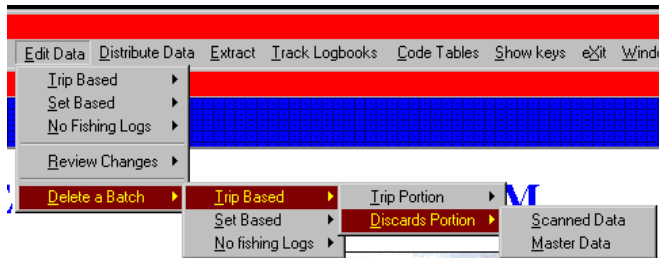
Master Data

Scanned Data
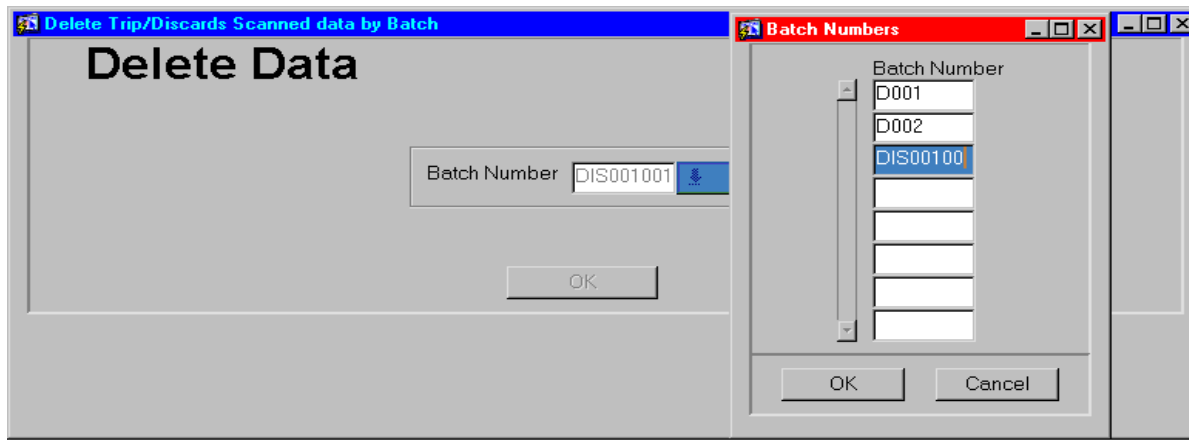
Enter Batch Number or choose from List.
Click 'OK' to select and delete.

Master Data
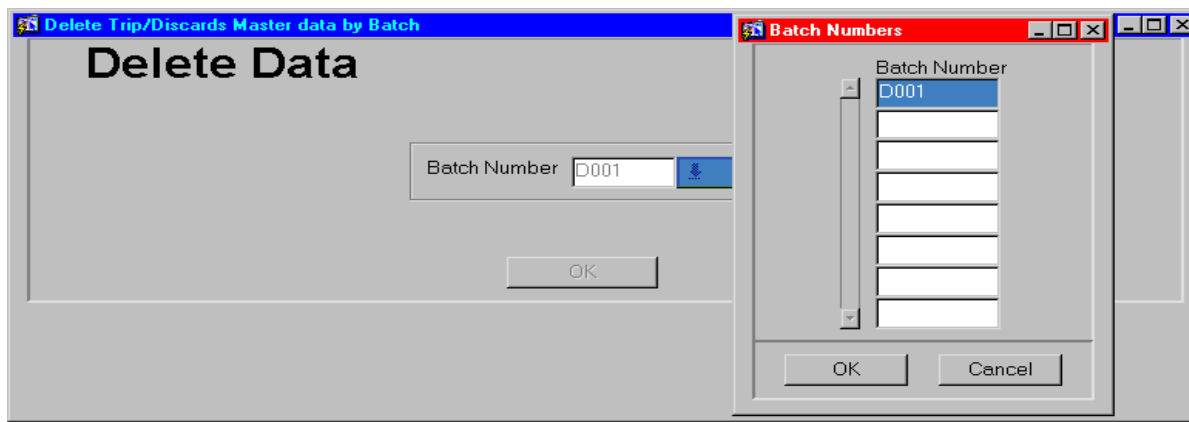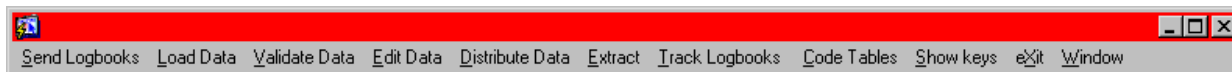
Distribute Data - Discards Portion
Distribute Data
Trip Based
Discards Portion
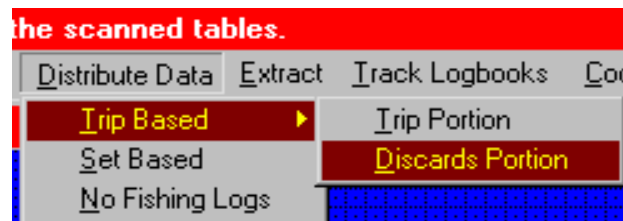
Enter the Batch number to be moved to the Master table, or select from list.
Click 'OK' to select and distribute.
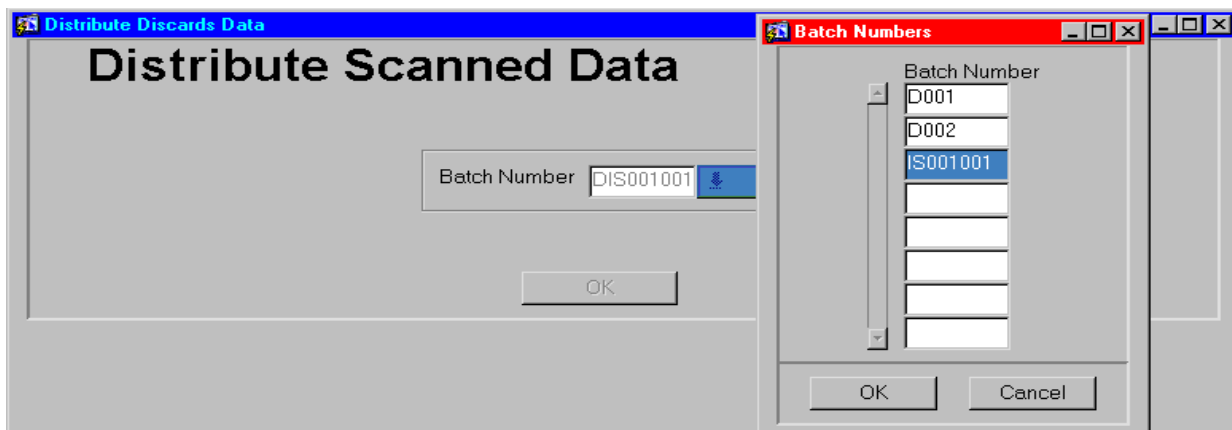
A validation will be performed on the batch before it is moved. Any errors found will be flagged and a notification will be displayed. All errors must be corrected before data will move to Master.
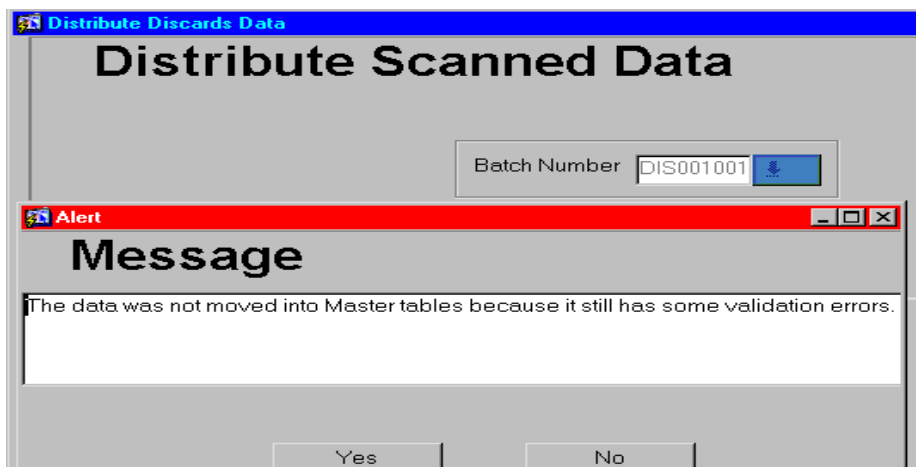
Would you like to fix the error(s) right now?

Click 'Yes' to edit data now,   'No' to stop.

If you click 'Yes' to Edit, the Validate Data form will first be displayed showing the item(s) in error. To edit an item, click on and highlight the item. Then, either double-click the highlighted item or click the 'Edit' button in the lower portion of the Validate Data form.

The Entry/Edit form will display the record in error, highlighting the specific row selected.
Make your correction and click 'Save'.
Click 'Close' to return to the Validate Data form.

Repeat the process until all the errors are corrected and the move can be performed.
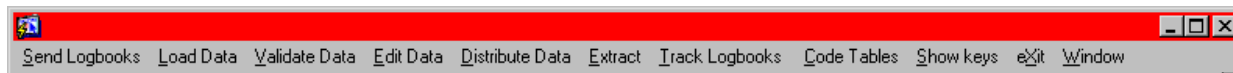
Compliance Reporting - Discards Portion
Track Logbooks
Reporting Activity
Discard Compliance Report
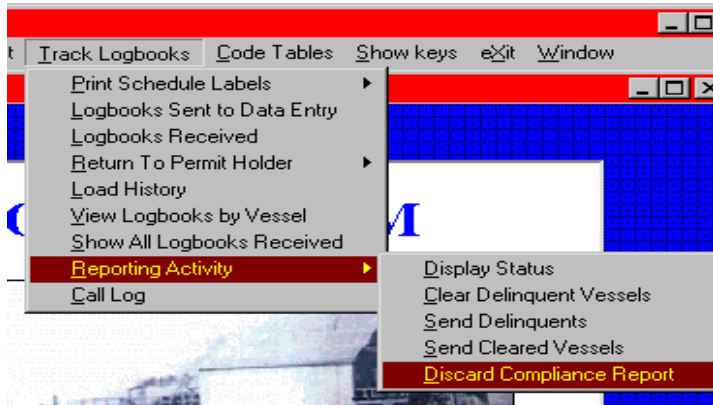
Enter the Date range to be reported: format: mm/dd/yyyy

What will be displayed are all Trip records, by vessel, designated as required to submit a Discard Form. The list shows what vessels have submitted a Logbook Trip Report Form but no discard records for that vessel were found in the Discards master or Discards interim data tables.

Vessel discard records are only selected that fall within the 'Begin Reporting Date' and 'End Reporting Date' in the "Must Report Suppl. Discards" code table, matching the range of the 'Start Date' and 'Landing Date' within the Trip Logbook master.

Printing Hard Copy Report:
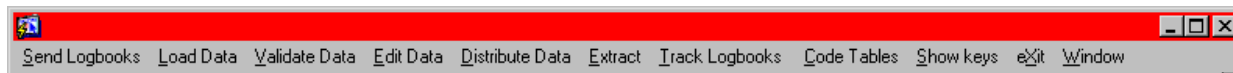
```
REP_REPSUPPL_DISCARD: Previewer
File  View  Help

                                              Page: 1        ?


        Discard Reports Due
        Vessel Id   Schedule    Vessel Name              Start Date   Landing     Batch
                    Number                                            Date        Number
        FL5047AA    419416      HIGH TIME                16-AUG-01    16-AUG-01   F084
        FL4158BF    419257      FISH HAWK II             18-AUG-01    18-AUG-01   F084
        928486      418649      FULL CIRCLE              09-AUG-01    09-AUG-01   F084
        928486      418647      FULL CIRCLE              10-AUG-01    10-AUG-01   F084
```
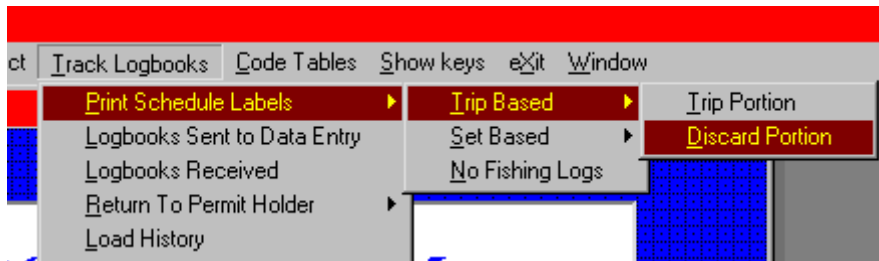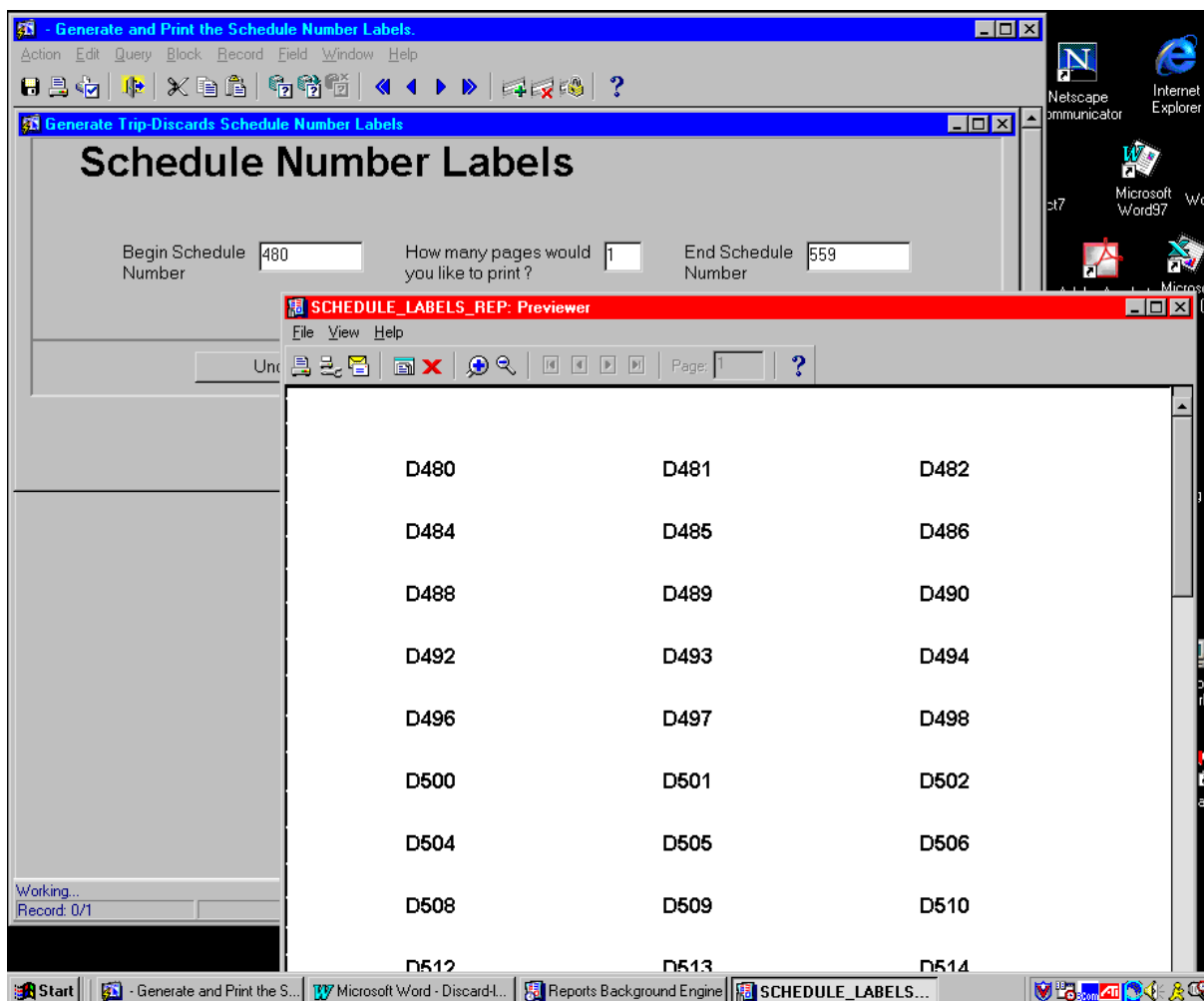
Printing Labels - Discards Portion
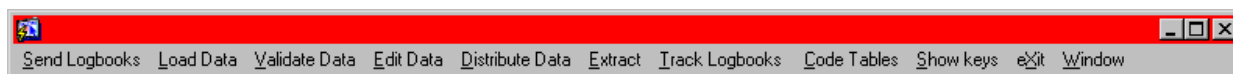## Track Logbooks
Printing Schedule Labels
Trip Based
Discard Portion

This option is used to create a printable label of sequentially ordered Discard Schedule numbers that can be printed on label formatted sheets and pulled and pasted on Discard Reporting Forms before they are submitted for entry scanning.
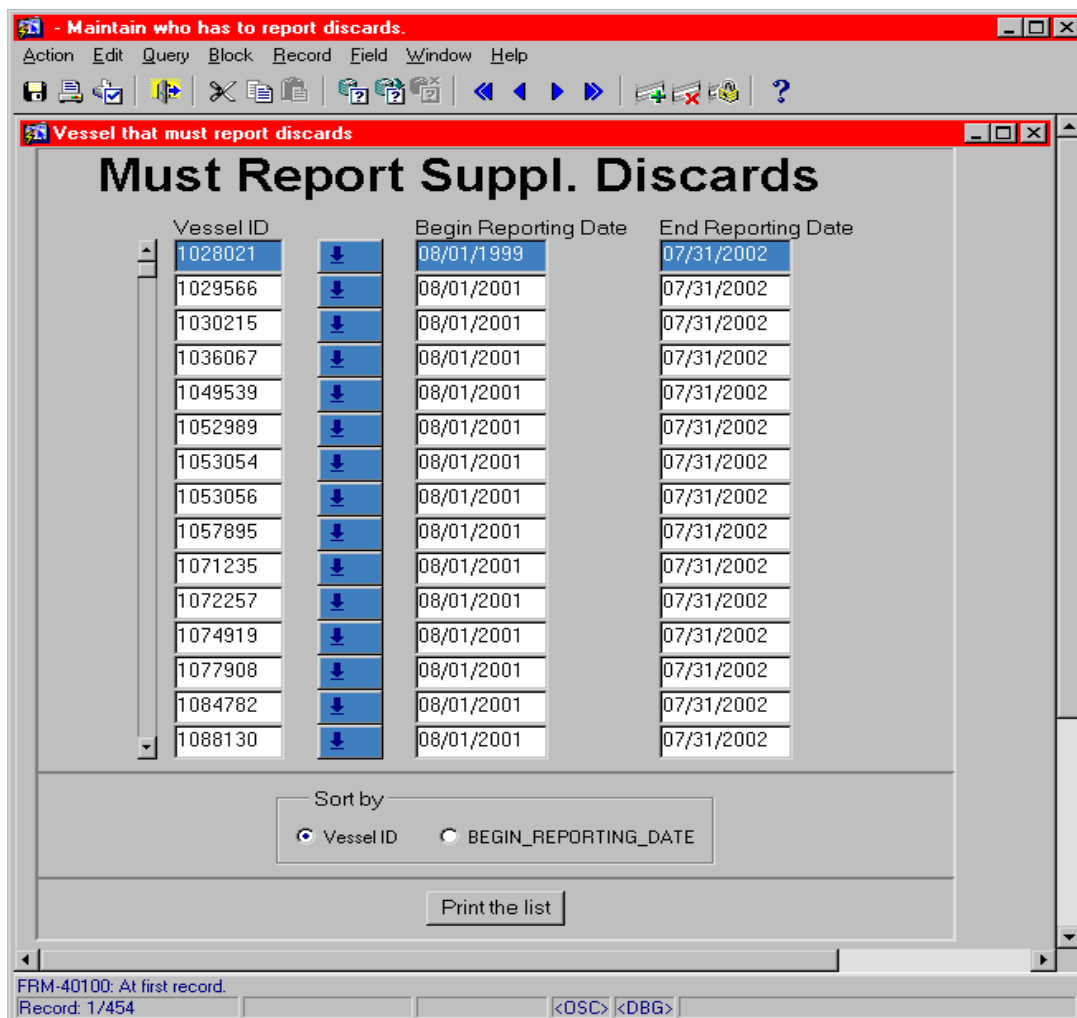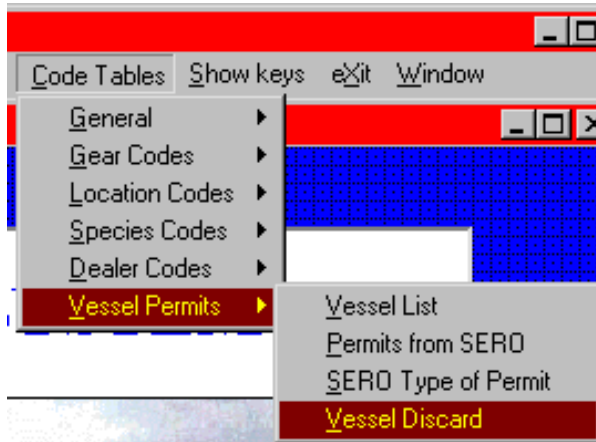
Code Tables - Discards Portion
Vessel Permits
Vessel Discard

The "Must Report Supplemental Discards" table contains all the fishers that are required to submit a supplemental "Discard Reporting Form" along with their regularly required "Logbook Trip Reporting Form".

This table is controlled and maintained by the FLS Data Manager. All Insert, Modify, and Delete functions are available to the Manager.

The table is generally updated and maintained on a yearly basis.

Sort By:
This option allows the table to be displayed in either Vessel Id or Begin Report Date.

Print the List:
This option allows a hard copy of the table to be created and printed.